



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Announces an Employment Opportunity for

DEPUTY COURT CLERK II SALARY: \$2,233 - \$2,883 Monthly

Final Filing Date: Applications Accepted On a Continuous Basis

Filing Requirement: Typing Certificate (Minimum net 40 wpm)

THE COURT

The Superior Court of the State of California, County of Monterey is a state trial court that hears civil, criminal, family, juvenile, probate, mental health, small claims, and traffic matters and serves all of Monterey County. The Court has divisions in Salinas, Monterey, Marina and King City. Incumbents may be assigned to any Court location.

EXAMPLES OF DUTIES

Under general supervision, these positions receive, accept, process and file legal documents in court proceedings, maintain court calendars, and do other work as required. The work involves the use of personal or on-line computer, copier, fax machine, microfiche and microfilm readers, calculator, and multi-line telephones. Incumbents are expected to perform assigned duties with minimum of direction and supervision. Duties include: assisting the public at a public service counter and over the telephone; typing, filing, data entry, and copying; receiving legal documents for official filing with the court; examining legal documents for completeness of information and accuracy of legal format; indexing case files; preparing the court's daily and weekly calendars; computing and collecting legal fees and fines; and storing, tracking, retrieving, and disposing of case evidence/exhibits as ordered by the court.

MINIMUM QUALIFICATIONS

Any combination of experience, education, and/or training which substantially provides the following:

Working knowledge of: Modern office methods, practices, procedures and equipment; correct English usage, including spelling, grammar and punctuation; business arithmetic; use of recordkeeping and processing systems.

Ability to: use a personal or on-line computer for word processing and data management purposes ; make accurate mathematical computations; review legal documents and determine acceptability for filing; work independently with minimal direction and supervision; follow oral and written instructions; communicate effectively orally; provide excellent customer service; and establish and maintain effective working relationships.

Typing: Minimum net typing speed of 40 words per minute (Typing Certificate must be submitted with application materials).

Special Qualifications: incumbents must be able to provide suitable transportation to alternative worksites.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored up to eight feet high; pull files from long, narrow filing units with a four foot space between units; lift and carry items up to 20 pounds, hear in order to answer inquiries from the public, both in person and on the telephone.

BACKGROUND INVESTIGATION

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

REQUIRED MATERIALS

A completed Court Application form; and Typing Certificate

Resumés will be accepted in addition to, but not in lieu of, the required application. For more information, or to receive application materials, see our web site at www.monterey.courts.ca.gov or call (831) 775-5400, extension 3007. Please submit completed application materials to: **Superior Court of California, County of Monterey, Attn: Human Resources Office, 240 Church St., Rm. 318, Salinas, CA 93901**

SELECTION PROCESS

- Applicants must complete and file a Court employment application and a typing certificate indicating a net typing speed of 40 WPM or more.
- Applicants will be invited to a written examination.
- Applicants who pass the testing process and submit the required application materials will be placed on an eligible list and scheduled for a final selection interview as vacancies arise.

SUMMARY OF BENEFITS

Retirement: Public Employees Retirement System P.E.R.S.) 2% @55 (100% paid by the Court)

Holidays: 13 days a year

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

Sick Leave: Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours per pay period.

Educational Leave: One 8-hour day per calendar year.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits medical/dental; vision, prescription drugs and dependent coverage.

Life Insurance: \$10,000 life insurance policy.

Deferred Compensation: A deferred compensation program is available.

SPECIAL NOTES

- If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- If you believe you possess any disability that would require test accommodation, please call (831) 775-5400 extension 3007.
- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer